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PROPOSED CHANGES IN THE CIA EMPLOYEE AWARDS PROGRAM

SUMMARY: CIA is revising its awards program to increase the manager's authority in this area. These changes involve changing approval levels required to grant awards and award budgets. CIA also proposes to gradually increase the agency dollar ceiling for awards to the OPM recommended level.

CONCLUSION: The changes being made are administrative in nature. It is not considered necessary to delay implementation pending completion of this study. In discussion with SSCI staff member Battaglia, he asked that this matter be included in the September Panel report because of the increased costs.

DETAILS: Deputy Directors will be given authority to approve cash performance awards of up to $5,000.00. The current limit is $2,000.00. The approval limit for managers reporting to the DDs will remain at $1,000.00.

Approval of quality step increases is to be delegated to the level of managers reporting to the DD. Currently, DD approval is required. A decision has also been made to limit the number of quality step increases to the same number granted in previous years. Control will be by monthly trend reports.

The budget for cash awards will be increased annually from the current .38 percent of payroll to one percent of payroll by 1990. One percent of payroll is the level recommended by OPM.

Procedures have been developed which will enable a manager to write a voucher for meritorious awards in order to provide recognition as soon as possible after the activity for which the award is granted.

RECOMMENDATION: Panel indicate in the September 1 report that these changes in the CIA awards program need not await completion of this study.

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